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27 APR  
1967

MEMORANDUM FOR: Chairman, "Ad Hoc" Committee on  
Promotion Blockage

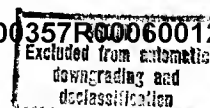
SUBJECT : Adjustment of the CS Career Service  
Grade Authorization in Consideration of  
OTR Instructor Assignments

1. This memorandum submits a recommendation for your consideration and action in paragraph 6.

2. As you are aware, the Clandestine Services will have to cut back sharply the rates of promotion to grades GS-14 and above during FY 68 through FY 71 under current staffing authorizations.

3. One reason for our lack of headroom for promotion to grades GS-14 through GS-16 is that during 1965 the "ground rules" for computing CS promotion headroom with respect to OTR positions held by CS Careerists were changed by your Office. Prior to 1965 each CS Officer assigned to an OTR Instructor Position was considered for "CSGA" purposes to be occupying a position equivalent to his grade. In 1965, the rule was changed to credit the CS Grade Authorization only with the grade of the position in which the CS Officer was slotted by OTR. This change in procedure, we were told, was necessary to permit the computer to "balance out" on an Agency wide basis in connection with then-existing average salary controls. This new rule disregarded several important factors: (1) CS Officers had attained their grades through competitive evaluation of their value and competence in operational work, rather than in instructing; (2) OTR and the CS were in agreement that CS Instructors should be Operations Officers with wide and responsible field experience in clandestine work, a requirement that called for officers generally of GS-13 and higher grades; (3) the OTR Instructor positions were assigned grades on the basis of instructional duties and qualification standards applicable to teaching functions. As a result of the foregoing, the grades of CS Officer Instructors have exceeded substantially the grades of the positions occupied, a situation which will continue in the future under current methods of classifying and filling the Instructor positions.

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4. The matter of the rather significant cut-back in CS headroom caused by the changed CSGA procedures for Instructor assignments was brought to the attention of BPAM and the Deputy Director of Personnel on 28 May 1965. The effect on CS headroom at that time was recorded as follows:

<u>Promotions To</u>	<u>Headroom Eliminated</u>
GS-16	1
GS-15	9
GS-14	13

We requested, therefore, that the previously established system of headroom computation for CS Instructors in OTR be reinstated. The Chief, Manpower Control Staff, BPAM, concurred in this proposal with the following comment: "Instructor positions should be ungraded, deriving their statistical grade from the grade of the body in the job". No objection to this proposal was received from the Office of Personnel. We were told, that the previous procedures would be reinstated at such time as the additional headroom which would result was needed by the Clandestine Services.

5. Following current competitive promotion exercises using FY 67 promotion quotas approved by OPPB, there will exist little headroom during FY 68 for CS promotions to GS-14 through GS-16. It is therefore, timely to recompute our CSGA beginning in FY 68 as discussed above. Using the current assignment situation of CS Officers in OTR, the following additional headroom would result:

<u>Promotion To</u>	<u>Additional Headroom</u>
GS-16	2
GS-15	12
GS-14	19

6. It is recommended that CS Officers assigned to OTR be considered for Career Service Grade Authorization computation purposes to be assigned to positions equivalent in grade to the personal grade which they hold.

FOR THE DEPUTY DIRECTOR FOR PLANS:

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☒ SECRET

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# ROUTING AND RECORD SHEET

CP-67/87

SUBJECT: (Optional)

FROM:

DDP/OP  
3C-29

EXTENSION

NO.

DATE

27 APR  
1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman, "Ad Hoc" Committee  
on Promotion Blockage

2. 5E-56

3.



10 MAY 1967

4.

25X1A9A

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1 to 3  
Please advise if you agree with this. If so will this correct affect other career services + what will total impact be from Agency point of view.

If no objection crank into GSCA procedures + draft a reply to other career services.

25X1A

Also put on Agenda for next Committee meeting at earliest date you can draw up an Agenda for.

*OK*

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19 April 1967

MEMORANDUM FOR: Acting Deputy Director of Personnel  
for Planning and Research

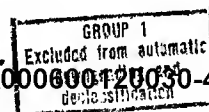
SUBJECT : Security Career Service Policy

1. The information contained in this memorandum is forwarded at your request in connection with the review which is now being made within DD/S components by the Promotional Blockage Sub-Committee.

2. The Security Career Service Board is responsible for making recommendations to the Director of Security with regard to the following types of action effecting Security personnel:

- a. Consideration and recommendation with respect to promotions of all professional personnel in grades GS-7 and above.
- b. Review and recommendation with respect to Competitive Evaluation Ratings (annually).
- c. Review and recommendation of transfers of personnel except in cases where the reassignment is a lateral move.
- d. Recommendation of personnel to fill security officer positions outside the Office of Security either domestic or foreign.
- e. Review and recommendation with respect to reassignment of personnel returning from security officer positions outside the Office of Security either domestic or foreign.

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- f. Consideration of requests for extension of tours or new tours for security officer personnel serving outside the Office of Security either domestic or foreign.
- g. Consideration and recommendation with respect to those employees under consideration for Career Employee Status.
- h. Consideration and review of requests for extended Leave Without Pay other than maternity.
- i. Review of requests to seek assignment elsewhere in the Agency and intention to resign.
- j. Recommend training nominations for senior schools and extended external training.

3. Competitive promotion within the Security Career Service is conducted in accordance with the provisions of the following attachments:

- a. OS Directive No. 64-12, dated 18 November 1964.
- b. OS memorandum, dated 20 November 1964, regarding Competitive Evaluation Panel Procedures.
- c. Listing of Promotion Requirements established on 23 February 1965 for use by the Security Career Service in considering promotions.
- d. OS memorandum, effective 8 April 1966, regarding the composition of the four Security Competitive Evaluation Panels.

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4. I will be happy to furnish any additional information which you may require in connection with this review.



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Chief, Personnel Branch, A&TS  
Office of Security

Attachments

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